



STAFF REPORT

Meeting Date: January 28, 2014

Agenda Item #8H

Agency: City of Belmont
Staff Contact: Thomas Fil, Finance Department, (650) 595-7435 tfil@belmont.gov
Agenda Title: Motion Accepting FY 2015 Budget Calendar
Agenda Action: Motion

Recommendation

Adopt motion implementing FY 2015 Budget Calendar.

Background

As part of the annual budget development process, the City Council adopts a budget calendar establishing dates leading to approval of the budget.

Analysis

The FY 2015 Budget Calendar calls for a series of work sessions ultimately resulting in budget adoption on June 10th. Additional key dates are highlighted in the attached calendar and may be subject to change.

Alternatives

1. Take No Action.

Attachments

- A. Proposed FY 2015 Budget Calendar

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☐ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☐ Posting of Agenda
☐ Other*

City of Belmont FY 2015 Budget Calendar

Day	Date	Event	Responsibility	✓
Tuesday	1/28/14	Adopt motion approving Budget Calendar	Finance	✓
Tuesday	2/25/14	FY 2014 Mid-Year Review and Adoption	Finance & All Departments	✓
	March-April 2014	<ul style="list-style-type: none"> ▪ Council Priority Workshop ▪ FY 2015 Strategic Planning & Financial Forecast ▪ Priorities and policy considerations 	All Departments & Finance	✓
Monday	3/17/14	<ul style="list-style-type: none"> ▪ Issue budget priorities, detail budget instructions and forms to departments. ▪ Distribute personnel allocations and revenue forms to departments. 	Finance	
Wednesday	4/2/14	Submit personnel allocations, proposed initiatives, departmental operating and capital requests and revenue estimates to Finance.	All Departments	
Monday-Friday	4/14/14-4/18/14	Budget conferences with departments.	City Manager, Finance & All Departments	
Monday	4/21/14	Begin compilation of Budget and preparation of budget message.	City Manager, Finance	
Thursday	5/15/14	Distribute FY 2015 Budget.	Finance	
Tuesday	5/27/14	<ul style="list-style-type: none"> ▪ Introduction of the FY 2015 Budget and department presentations. ▪ Set public hearing on FY 2015 Budget and setting non-Prop. 218 fees and charges – June 10, 2014. 	All Departments	✓
Thursday	5/29/14	Finance Commission meeting to receive report from Budget Sub-Committee and recommend Budget.	Finance	
Monday-Wednesday	6/2/14-6/4/14	Individual Budget Study Sessions with Council members.	City Manager, Finance	
Tuesday	6/10/14	<ul style="list-style-type: none"> ▪ Adopt FY 2015 Budget ▪ Public Hearing - City Council Fire Board ▪ Adopt resolutions implementing FY 2015 Budget 	City Manager, Finance	✓

(✓) Check denotes Council Action